

Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

*Full Announcement*

**Emerald Ash Borer Program – APHIS  
Request for RFP**

**United States Department of Agriculture (USDA)  
Animal and Plant Health Inspection Service (APHIS)  
Plant Protection and Quarantine (PPQ)  
Center for Plant Health, Science & Technology (CPHST)**

**Overview Information**

**Funding Opportunity Title:** The Emerald Ash Borer Program – Technology Development for Management of the Emerald Ash Borer

**Announcement Type:** Initial Announcement

**Funding Opportunity Number:** USDA-GRANTS-071411-001

**Catalog of Federal Domestic Assistance Number:** 10.025, Plant and Animal Disease, Pest Control, and Animal Care

**Key Dates:** Applications must be received by August 12, 2011 by 5:00 p.m. e.s.t.  
Cooperative Agreements are anticipated to begin about August 30, 2011

**Funding Description: Funding Opportunity Description:** This program implements funding for FY 2011 as provided by APHIS, PPQ's Emerald Ash Borer Program.

The emerald ash borer (EAB) *Agrilus planipennis* (an exotic pest of ash trees), which was first discovered near Detroit, Michigan in 2002 now infests whole or parts of the 15 states. It has caused extensive mortality of ash (*Fraxinus* species) in the area infested. The potential distribution in the United States includes all areas where ash species grow and all species of ash appears to be susceptible. At risk are all industries which utilize the ash resource, as well as urban and rural areas which utilize ash trees as an ornamental or utility tree (fence rows, wind breaks, etc.). The impact and ecological effects of the removal of ash from the forest, rural and urban, environments are not completely understood, but are projected to be significant.

Since the EAB's introduction, a large amount of effort has been directed toward understanding the beetle's basic biology, behavior and developing management tools. Some major accomplishments include: 1) development of an effective survey tool, a trap, which utilized visual and olfactory cues to attract the beetle, 2) identification of effective pesticides and delivery systems for protecting individual trees, 3) identification and colonization of five exotic parasitoids, three of which have been cleared for release in the U.S. with a limited understanding

Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

of host resistance factors and how to utilize these to make each less susceptible to ash trees. Significant progress has also been made in understanding the insect's behavior and biology as well as characterizing artificial movement of the insect and developing regulatory treatments.

This RFP is specifically requesting proposals that will address development of resistant *Fraxinus* trees, improvements in the application, assessment, and implementation of biocontrol tools, strategies, and improvements in survey tools or methodology. Other areas of interest include mitigation measures that can slow the artificial movement and behavioral studies that would provide insights into population manipulation and regulatory treatments. All proposals will, however, be considered, but ratings will reflect the priorities described above.

Funding will be provided to Land-Grant Universities, Non Land-Grant Colleges of Agriculture, State Agricultural Experiment Stations, State Governments, and Federal agencies to support management technology development for EAB. Applications for cooperative agreement funding are given priority if they are based on coordinated plans for developing technology.

**Total Amount to be Awarded:** Anticipated at about \$1,000,000.

**Number of Projects to be Awarded:** Approximately 5-10 Cooperative Agreements.

**Eligibility:** Land-Grant Universities, Non-Land-Grant Colleges of Agriculture, other Colleges and Universities, State Agricultural Experiment Stations, State Governments, and Federal Agencies.

**Cost Sharing:** A minimum of 25% cost sharing is required, but higher percentages are encouraged. Applications that indicate an enumeration of other funds available for the project in addition to APHIS requested support shall be accorded increased prioritization for APHIS funding. This may include cost sharing or matching as well as other contributions by the applicant for the project.

**Application and Submission:** An Applicant may submit only one application. They also may be a third party to applications submitted by other entities in addition to their own application.

Applicants can apply through the Grants.gov website. Federal agencies applying for APHIS support should submit only the work plan and budget plan to:

Vic Mastro, Laboratory Director  
USDA, APHIS, PPQ, CPHST  
1398 W. Truck Rd.  
Buzzards Bay, MA 02542  
Tel: 508-563-9303 x212  
Fax: 508-564-4398  
E-Mail: Vic.Mastro@aphis.usda.gov

Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

**Table of Contents**

|                                                                    |    |
|--------------------------------------------------------------------|----|
| <b>Part I. Funding Opportunity Description</b>                     |    |
| A. APHIS Background, Mission, and Vision.....                      | 5  |
| B. USDA Approach to the Emerald Ash Borer Introduction.....        | 5  |
| C. Alignment with Strategic Goals and Mission Areas.....           | 6  |
| D. Alignment with EAB Program Components.....                      | 9  |
| E. Program Criteria.....                                           | 10 |
| F. Program Priorities.....                                         | 10 |
| G. Program Activities for which EAB Funding is Not Allowed.....    | 11 |
| H. Program Merits.....                                             | 11 |
| <b>Part II. Award Information</b>                                  |    |
| A. Total Available Funds.....                                      | 12 |
| B. Funding Source.....                                             | 12 |
| C. Availability of Funds.....                                      | 12 |
| D. Continuation of Funds.....                                      | 12 |
| E. Anticipated Number of Awards.....                               | 12 |
| F. Anticipated Start Date.....                                     | 12 |
| G. Period of Performance.....                                      | 12 |
| H. APHIS' Role.....                                                | 12 |
| I. Instrument Type.....                                            | 12 |
| <b>Part III. Eligibility Information</b>                           |    |
| A. Eligible Applicants.....                                        | 12 |
| B. Cost Sharing, matching, or Enumeration of Contributions.....    | 12 |
| <b>Part IV. Proposal and Work Plan Submission Process</b>          |    |
| A. Electronic and Paper Application Submissions.....               | 13 |
| B. Due Date.....                                                   | 13 |
| <b>Part V. Application and Submission Information</b>              |    |
| A. Address to Request Application Package .....                    | 13 |
| B. Content and Form of Application Submission – Workplan.....      | 14 |
| C. Application Forms.....                                          | 19 |
| D. Submission Dates and Times, Including Other Relevant Dates..... | 19 |
| E. Intergovernmental Review.....                                   | 19 |
| F. Funding Restrictions.....                                       | 20 |
| G. Other Submission Requirements.....                              | 20 |
| <b>Part VI. Application Review Information</b>                     |    |
| A. Criteria.....                                                   | 21 |
| B. Review and Selection Process.....                               | 23 |

Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

|                                                         |           |
|---------------------------------------------------------|-----------|
| <b>Part VII. Award Administration Information</b>       |           |
| A. Award Notice.....                                    | 23        |
| B. Administrative and National Policy Requirements..... | 24        |
| C. Reporting.....                                       | 24        |
| <b>Part VIII. Agency Contacts.....</b>                  | <b>24</b> |
| <b>Part IX. Other Information.....</b>                  | <b>25</b> |

Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

## **Part I. Funding Opportunity Description**

### **A. APHIS Background, Mission, and Vision**

#### **Background**

APHIS is the lead USDA agency for response to the introductions of harmful exotic pests of plants and animals. PPQ, is responsible for invasive pests of plants. In cooperation with other Federal and State agencies, APHIS has been conducting an effort to manage and contain the emerald ash borer invasive pest of ash (*Fraxinus*) trees.

#### **Mission**

To protect the health and value of American agriculture and natural resources.

#### **Vision**

PPQ is a program within APHIS that responds to new introductions of plant pests to eradicate, suppress or contain them through various programs in cooperation with state departments of agriculture and other government agencies. These may be emergency or, longer term, domestic programs that target a specific pest, such as the emerald ash borer. When discovered, the emerald ash borer was largely unknown to science and no management strategies were known. The program goal is to slow the spread of the pest by restricting the artificial movement by man activities, minimize the damage through management options, and maintain trade.

### **B. USDA Approach to the Emerald Ash Borer Introduction**

USDA's goal is to manage EAB populations so that impacts on urban and rural ash resources and the environment are minimized to the extent possible. The possible impacts are both environmental and economic. Ash trees play a key role in the urban and forest environment, as well as provide a resource for ash wood which has a number of commercial uses. APHIS has established quarantines to restrict the artificial movement of the beetle to new areas. It has also conducted national surveys to determine the geographic location of populations. A parasite production facility is currently supplying three parasites for release. A robust methods development effort from its CPHST group and cooperators continue to deliver new technology to the program, such as attractant baited traps. Cooperative efforts with Universities and Colleges and other Federal and State Agencies is encouraged either through funded or unfunded development activities. An outreach and public education effort focuses on recognition of the pest and its damage and prevention of its artificial movement.

Because each project is intended to have significant input and involvement by APHIS' EAB program and CPHST scientists, the instrument used for this program shall be the Cooperative Agreement.

Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

Program funds allocated through CPHST will be used to fund the projects in FY 2011-2013. Funds shall generally be available for only one year's needs subject to the decision of the EAB Core Working Group and the progress of the project; however, they may be extended for up to three years. It is recognized that current funds may not be sufficient to fully support each project proposal. Consequently, cost sharing is encouraged. Additionally, APHIS may recommend program and funding modifications as appropriate, and may choose to offer funding for programs at less than the requested amount. Projects of merit, not funded through current funds, may be considered in the next fiscal year (FY 2012) if additional funding is available.

**C. Alignment with the USDA Strategic Goals and Mission Areas:**

Applicants are required to indicate which of the USDA or APHIS mission areas or goals are being addressed by activities proposed in their application. Applicants may indicate more than one mission area or goal is being satisfied. Additionally, all successful applicants must indicate and show in their application that at least one (1) EAB program goal is being satisfied.

In all cases, applicants must provide a brief explanatory statement regarding how they are satisfying any indicated USDA, Agency, or EAB Program Goal or Mission Area.

**USDA Departmental Priorities, Actions, and Secretarial Initiatives:**

**USDA Priority 'Pest Management'** – Minimize and prevent damage to the U.S. food supply and the environment caused by plant and animal pests and diseases

**Key EAB Program Priority**

- ☒ 1.1 – Minimizing the impacts of EAB on natural and urban forest
- ☒ 1.2 – Minimizing the impacts of EAB on forest systems
- ☒ 1.3 – Contain the existing populations
- ☒ 1.4 – Facilitate trade in ash products through the use of effective regulatory treatment and strategies

**Additional Alignment – USDA Management Initiatives**

**Key Alignments met by this EAB Program**

- ☒ Management Initiative #3 – Coordinate outreach and improve consultation and collaboration efforts to increase access to USDA programs and services
- ☒ Management Initiative #6 – Optimize USDA "green" or sustainable operations

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**USDA Animal and Plant Health Inspection Service (APHIS) Mission and Organizational Priorities:** *(Source – USDA/APHIS Strategic Plan FY 2007-2012)*

APHIS Mission Priority 1 – *Strengthen our Safeguarding System Domestically and in Other Countries*

APHIS Mission Priority 3 – *Facilitate Safe Agricultural Trade through Effective Management of Sanitary and Phytosanitary (SPS) Issues*

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**USDA, APHIS, Plant Protection and Quarantine (PPQ) Mission, Goals, Objectives, and Strategies:**

**PPQ Crosscutting Goals and Objectives:**

PPQ Crosscutting Goal 2: *Expand and build partnerships and coalitions with PPQ's traditional and non-traditional State, Tribal, Federal and international partners\* in carrying out the PPQ mission.*

Objectives:

- 2.4 - Build and strengthen strategic alliances among the Federal agencies responsible for responding to new pest outbreaks.

PPQ Crosscutting Goal 3: *Enhance PPQ's Science and Technology foundation, including social science to fully support PPQ's policy and regulatory decision making and operations and to maintain PPQ's international leadership in plant health issues*

Objectives:

- 3.1 - Ensure the best available scientific tools are provided in a timely basis to support emergency and domestic program operations while maintaining a focus on emerging technological innovations for future use.

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**PPQ Strategic Program Goals, Objectives, and Actionable Strategies:**

Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

**PPQ Overarching Goal #2** – Expand and Build Partnerships

**Objective 2.2** – Expand and strengthen the network and activities.

- ☑ Actionable Strategy 1. Pursue the formation of multi-agency working groups to combine resources to accomplish tasks of mutual concern.
- ☑ Actionable Strategy 3. Encourage sharing of information networks at all levels of the organization, including the messages being shared with external partners.
- ☑ Actionable Strategy 7. Look for opportunities to establish cooperative agreements to accomplish tasks.

**Objective 2.3** – Build and strengthen strategic alliances among the federal agencies responsible for responding to new pest outbreaks.

- ☑ Actionable Strategy 6. Identify and build relationships with other federal agencies working on specific pest issues.

**PPQ Overarching Goal #3** – Enhance PPQ’s Science and Technology Foundation

**Objective 3.1** – Provide the best science and technology to support long-term, sustainable agricultural systems

**Objective 3.2** – Position PPQ as a leader in international phytosanitary policy setting

- ☑ Actionable Strategy 3. Increase and coordinate targeted research with international partners for methods development and validation activities including treatment and diagnostics development.

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**PPQ Strategic Program Goal #1** – Optimize the effectiveness of PPQ’s Pest Exclusion / Prevention activities

**Objective 1.1** – Address the pest risks associated with the importation of agricultural commodities, plants for planting and research materials

- ☑ Actionable Strategy 8. Encourage / incentivize the use of more environmentally friendly methodologies to mitigate pest risks.

**Objective 1.2** – Ensure that pest exclusion/prevention activities address the highest risk pathways



Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

- ☒ Actionable Strategy 1. Develop strategies to address the pest risk associated with high-risk pathways.

**PPQ Strategic Program Goal #2** – Enhance PPQ’s capacity to detect the presence of new exotic plant health pest threats as early as possible so that an appropriate and timely response can be launched

**Objective 2.3** – Strengthen survey procedures and tools to improve PPQ’s capacity to rapidly detect and accurately identify pests of regulatory significance

- ☒ Actionable Strategy 1. Develop enhanced detection devices (traps, sensing device, etc).
- ☒ Actionable Strategy 2. Enhance pest screening expertise and taxonomic capacity.
- ☒ Actionable Strategy 3. Increase the deployment of molecular diagnostic tools.

**PPQ Strategic Program Goal #3** – Enhance PPQ’s capacity to strategically prepare for, respond to, and recover from plant health emergencies

**Objective 3.1** – Ensure emergency preparedness planning and activities are strategically targeted and proactively implemented.

- ☒ Actionable Strategy 4. Develop an organizational practice for building coalitions to engage in the delivery of plant health emergency and domestic programs.

**Objective 3.3** – Ensure sound long term sustainable strategies are incorporated into crop production practices in the recovery phase of a plant health emergency

- ☒ Actionable Strategy 1. Work with industry to develop and implement models for managing and integrating systems approaches to ensure long term sustainability for crops (including forest system sustainability).

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#### **D. Alignment with EAB Program Components**

The following are components of the EAB Program. Applications must reflect which of the focus areas are being serviced and how they are being accomplished.

1. Management of EAB Populations
  - 1.1. Application of biological control. Use of parasites and predators. Use of pathogens and biopesticides.
  - 1.2. Application of safe chemical pesticides for management.
  - 1.3. Application of behavioral manipulation techniques.

Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

- 1.4. Development of resistant ash varieties.
2. Containment of Spread of EAB Populations
  - 2.1 Development of practical effective regulatory treatments.
  - 2.2 Development of system approaches for the safe movement of ash logs, firewood, etc.
  - 2.3 Development of effective outreach programs focused on slowing the artificial spread of EAB.
3. Development of Effective and Efficient Survey Tools and Procedures.
  - 3.1. Development of improved survey tools (traps, remote sensing, etc.).
  - 3.2 Development of improved survey strategies.
4. Development of improved models for predicting spread, economic impacts or ecological consequences.

## **E. Program Criteria**

In order to submit an application to the this EAB management improvement effort, an applicant must, at a minimum, meet the following criteria.

### **1. Eligible Applicants:**

- Eligibility Requirement – Eligible applicants must be state government agencies, land grant universities, State Agricultural Experiment Stations, non-land grant colleges of agriculture, or Federal Government agencies.

### **2. Regulatory Requirements:**

- Permits and Inspections – Eligible applicants intending to handle potentially infested ash tree materials or EAB life stages shall possess the necessary Federal authorizations, and where required, state authorizations, and inspections needed to safely possess, handle, maintain, and dispose of materials appropriately.

### **3. Meeting Program Goals:**

- APHIS – EAB Program Goals – Application proposals must clearly meet one or more of both the stipulated USDA goals and PPQ EAB program goals as defined in this Request for Proposals (RFP).

## **F. Program Priorities**

In addition to the Program Criteria stated above, following are priorities that will be considered in reviewing applications for funding.

### **1. Existing Facilities:**

- Governmental and University – Priority is given to existing governmental or university facilities experienced in appropriate facets or research with plant and,

Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

more specifically, wood tree inhabiting pests, pest management, and pest surveillances.

- 2. Priority is given to institutions that have preliminary results that show a high potential of translating into operational tools which can be utilized by the EAB Program or its cooperators to better manage this pest.**
- 3. Multiple Cooperators:**
  - Cooperator Networking – Priority is given to applications that show clear program and funding coordination among two or more entities, networking, and involvement of other cooperators, including universities, and governmental cooperators.
- 4. Cost Sharing:**
  - Other Funding – A minimum cost share contribution of 25% is required. Applications that indicate a cost share of > 25%, match, or an enumeration of other funds available for program operations in addition to APHIS requested support shall be accorded increased prioritization for APHIS funding.
- 5. Benefits to the EAB program or impacted industries or political subdivision.**
  - Preference may be given to proposals that show how they may benefit impacted industries or political subdivisions in concert with addressing EAB program goals.

**G. Program Activities for which EAB Funding is Not Allowed**

This APHIS Cooperative Agreements program shall not provide assistance for:

- Construction
- The Conduction of Program Activities
- Large scale demonstration projects
- Basic Research; though funding may be used for applied research/methods development when the outcome impacts immediate delivery of products to the program

**H. Program Merits**

The project workplan should offer merit relative to the implementation of the EAB Program in several ways, including, but not limited to the points explained below.

- Determine and demonstrate practical relevance of the project to actual deliverables needed by the EAB program and its state and industry partners.
- Show adherence to the goals and priorities established by the EAB program.

Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

- The workplan should also indicate how the project is harmonized with others developing similar or related technology.
- Indicate what measures are already being undertaken by themselves and include potential cooperators.
- Identify the issues or obstacles that are going to be addressed or evaluated in the project and a plan to offer a solution(s).



## **Part II. Award Information**

- A. Funding will be through the instrument of a cooperative agreement
- B. Funds will be awarded through CPHST from APHIS' Emerald Ash Borer Program, from a "no-year" source of funding.
- C. These funds are available this year and will be obligated in an agreement for a 12 month period. Availability of additional funds in future years is unknown.
- D. Multiple year projects will be evaluated annually for progress. Continuation of funding in subsequent years will be dependent on the progress.
- E. Approximately 5 to 10 cooperative agreements are expected to be awarded. Individual amount are expected to range from \$50,000 to \$125,000.
- F. Anticipated date of award is August 30, 2011.
- G. Period of performance – 1 to 3 years.
- H. **USDA/APHIS Role:** USDA/APHIS/PPQ/CPHST will administer the Cooperative Agreements on behalf of the Emerald Ash Borer Program. APHIS personnel will speak with cooperators as often as necessary to ensure progress in accomplishing the goal and objectives CPHST personnel will participate in the work as applicable.
- I. Projects will be funded as cooperative agreements. Indirect charges for non profits will be reimbursed at the rate of not more than 10% of total direct costs, due to a USDA Statutory cap. A minimum cost-share contribution of at least 25% of project costs must be provided by the institution. A portion of the cost share contribution can be in-kind costs. Quarterly reports, including a final report for each year of funding, are required for all funded projects.



## **Part III. Eligibility Information**

**A. Eligible Applicants:** Land Grant Universities, Non Land-Grant Colleges of Agriculture, State Agricultural Experiment Stations, State Governments and Federal Government Agencies with preference given to institutions or agencies with existing and established facilities and capability to conduct entomological and tree research.

Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

Authorized representatives from institutions or agencies whose projects are considered for funding will be required to complete the application for Federal Assistance, including all associated forms required by USDA, and, if funded, sign a Cooperative Agreement.

**B. Cost Sharing or Matching:** It is required that projects demonstrate at least 25% cost-sharing by the applicant which can include third-party in-kind contributions.



## **Part IV. Proposal and Work Plan Submission Process**

**A. Electronic and Paper Application Submissions:** All applicants must individually submit their respective applications through Grants.gov or forward a single paper copy of their application (including workplan) to the administrative contact listed in Part VIII. An exception is where one or more institutions choose to apply for consideration as a sub-grantee to a principle applicant. In such a case however, work plans and budget submissions traceable down to individual institutions are also strongly encouraged.

All applicants, or sub-grantees if several entities submit work plans under a single application coordinated by a lead applicant, must still complete individual work plans including content similar (or essentially equivalent) to the format provided in this RFP.

**B. All applications for consideration should be submitted by 5 p.m. e.s.t. on August 12, 2011.**



## **Part V. Application and Submission Information**

**A. Address to Request Application Package:** (V.B. (below) “Content and Form of Application Submission” contains the Project Work Plan template which outlines the format applicants should follow when applying. Paper copies of the other required application forms (SF-424, “Application for Federal Assistance”, SF-424A, “Budget Information – Non Construction Programs”, SF-424B, “Assurances – Non-construction Programs”, and SF-LLL, “Disclosure of Lobbying Activities”) can be requested from the following address:

USDA, APHIS, MRPBS, Agreements Services Center  
Eileen Berke  
4700 River Road, Unit 55, Station 3B06.3  
Riverdale, MD 20737

They can also be retrieved from the APHIS website at the following address:

<http://www.aphis.usda.gov/mrpbs/forms/grants.shtml>.

Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

If an applicant chooses to apply through Grants.gov, the SF-424, SF-424A, SF-424B, and SF-LLL (SF-LLL is required for Federal Assistance greater than \$100,000) can be filled out and submitted online. The Work Plan described in V.B., “Content and Form of Application Submission” should then be submitted as an attachment.

**B. Content and Form of Application Submission – Work Plan**

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**Emerald Ash Borer – Methods Development  
Cooperative Agreement Program**

**WORK PLAN FORMAT**

**Cover Page**

Name of Project:

One or Two Sentence Project Description:

Principle Investigator:

Name of Entity:

Address:

City, State, Zip:

Office Phone:

Cell Phone:

Fax:

E-mail Address (Principle Investigator):

**Name, Title, and Signature of the Official Authorized by the Institution/Agency to Apply  
for Federal Financial Assistance:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Please complete each section explained on the following pages and maintain the numbering format on your application. Section VI, “Application Review Information” provides more details on the information requested and how it will be used to evaluate applications for funding.*

Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

*Work Plan Length – Excluding the cover page, applicants shall not exceed 12 pages (font 12, single spaced) in Work Plan length. This limitation does not include any Federal application forms.*

*Appendices – Applicants may submit documents as Appendices in support of their Work Plan in addition to the 12 page Work Plan limitation. However, any submitted Appendices over 10 pages total may be assessed at the discretion of reviewers.*

*Work Plan Table of Contents - All applicants must also include a Work Plan “Table of Contents” (also excluded from the 12 page maximum count for Work Plan length.*

**APHIS Agreement No:** *(To be Completed by USDA for Successful Applicants)*  
**Other Identifying Numbers:** *(Any Applicant Desired Program Identification Numbers)*

**FEDERAL FISCAL YEAR 2011  
WORK PLAN**

*Name and Location of the Party Applying for Support*

*Name of Project Being Supported*

*Provide a brief one or two sentence description of the proposed project for which funding is being sought.*

**I. Public Purpose – Project Introduction and Program Need:**

*Provide an overview of the project and information to help others appreciate the value of the project.*

**II. Cooperative Interest of USDA in Collaborating Jointly with \_\_\_\_\_ in this Program:**

*Provide information about why you believe that USDA has an interest in collaborating jointly with the applicant in the proposed project. The response should focus on addressing the mission of APHIS.*

**III. Alignment with the USDA and the EAB Program’s Strategic Goals and Mission Areas:**

Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

*Refer to Part I. C. “Alignment with the USDA Strategic Goals and Mission Areas” and Part I D. “Alignment with EAB Program Goals” and indicate all that apply. A brief paragraph explaining the selection(s) is also required.*

**IV. Stakeholder Participation and Industry Focus**

**A. Stakeholder Participation:**

*Provide a listing of the organizations collaboratively involved with the applicant in activities carried out through this proposal and explain their involvement.*

**V. Project Description**

*Provide a comprehensive description of the project proposed for funding, including full project execution. This must include purpose, objectives, scope of work, methodology/approach timeline, and expected deliverables. This section should also include the following:*

**VI. Budget Plan**

*Provide budget details that reflect the expenditures for the project presented (or that will be presented) on Standard Form 424A and expand on the details either in the form of a descriptive budget narrative or as suggested below:*

*Salaries\** \_\_\_\_\_ \$ \_\_\_\_\_

*and Fringe (xx%)* \_\_\_\_\_

*\* Specify type and number of positions and exact salary and number of hours devoted to the project*

*Equipment\*\** \_\_\_\_\_

*\*\* Specify the type, number, and cost of each piece of equipment requested*

*Supplies* \_\_\_\_\_

*Travel (per diem X number of days)=*

*Airfare X number of trips=*

*Miscellaneous costs=* \_\_\_\_\_

*Meeting and Conferences Registration fees X number of conferences* \_\_\_\_\_

*Printing/Publications* \_\_\_\_\_

*Contracts and Other Services* \_\_\_\_\_

*Other Costs* \_\_\_\_\_



Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

*Indirect\*\*\**

*\*\*\* Limited to 10% for non-profits (including Universities)*

*Total*

\_\_\_\_\_

\$ \_\_\_\_\_

*APHIS Share*

\$ \_\_\_\_\_

*Cooperator's Share*

\$ \_\_\_\_\_

*Matching funds:* *Indicate any cost-sharing, match contributions, and/or 3<sup>rd</sup> party in kind contributions.*

*Note: In order to claim indirect costs, a current negotiated indirect cost rate agreement must be in place and a copy provided to APHIS at the time of award.*

## **VII. Milestones/Time Tables and Performance Measures**

*Define and quantify the major milestones for the project and provide a target date for achieving each milestone. List the specific performance measures that will be used to evaluate the success of the project and how each element will be measured. The performance measures should be 'outcome' based and indicate the quantity and type of deliverables anticipated under this project as well as the impact of producing and providing those deliverables.*

## **VIII. Principle Investigator and Other Contact Information (Including APHIS/PPQ):**

*Institution Name:*

*Principle Investigator:*

*Provide the name and all contact information for the primary cooperator contact person(s).*

*Grants and Agreements Contact:*

*Provide the name and all contact information for the cooperator agreements/grants/budget contact person(s) needed to facilitate the agreement through the cooperator's process.*

*Other Persons Crucial to this Program:*

*Provide the name and all contact information for other persons crucial to this program needed to facilitate the agreement through the cooperator's process.*

Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

*USDA, APHIS, PPQ – Program Contacts:*

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Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

**C. Application Forms**

*The following forms must be submitted with the Workplan and Budget Plan. Federal agencies need only complete the workplan and budget plan.*

- *Application for Federal Assistance: Standard Form (SF) 424*
- *Budget Information: SF 424A*
- *Assurance – Non-Construction Programs: SF 424B*
- *Disclosure of Lobbying Activities : SF-LLL*
- *Current Negotiated Indirect Cost Rate Agreement if indirect costs are assessed in the budget.*

**D. Submission Dates and Times, including Other Relevant Dates:**

- **Deadline:** 5:00 pm (US eastern time) August 12, 2011 for submission completion in Grants.gov. If e-mailed, the package must be received by USDA/APHIS by the deadline. If mailed, the package must be received by the deadline.
- **Submission:** Applications should be submitted electronically through Grants.gov or emailed or regular mailed to the administrative contact listed in Section VIII of this announcement.
- **Evaluation and Selection**  
The evaluation and selection of applications will be conducted within 30 days of the application deadline. Following the selection process, all applicants will be notified whether their application will be funded. The evaluation committee reserves the right to suggest modifications to the application and associated budget.
- **Allocation of Funds**  
Unless otherwise indicated, funds will be allocated for a 12-month period beginning on the date indicated in the Notice of Award.

**E. Intergovernmental Review - IMPORTANT**

At the time that applicants apply for APHIS funding support it is highly encouraged that they also initiate this process, if applicable in their State, as satisfactory compliance with the process can take up to 60 days for new projects and 30 days for continuation projects.

Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

For FY 2011, CFDA 10.025 is subject to Executive Order 12372, “Intergovernmental Review of Federal Programs” in the States or Territories of: American Samoa, Arkansas, California, Delaware, District of Columbia, Georgia, Guam, , Iowa (State Agencies only), Kentucky, Maine, Michigan, Missouri, Nevada (State Agencies only), New Hampshire, North Dakota, Northern Mariana Islands, Puerto Rico, Utah (State Agencies only), Virgin Islands, and West Virginia. Awards will not be made until this process has been completed in the applicable states. Names and addresses of States’ Single Point of Contact (SPOC) are listed in the Office of Management and Budget’s home page at: <http://www.whitehouse.gov/omb/grants/spoc.html>. For those applicants that have this process in their state, submit your application to the SPOC simultaneously to submitting to APHIS. Failure to meet with this requirement will result in a rejection of your application. A copy of the SPOC waiver or approval letter will be required at the time the award is made.

#### **F. Funding Restrictions**

Project funds must be obligated by the recipient within 12 months from the date the funds are made available by APHIS (the date of approval on the Notice of Award) unless otherwise stated in the Notice of Award. Construction is not authorized.

The applicant must submit a copy of its fully executed current Negotiated Indirect Cost Rate Agreement, negotiated by its recognized Federal agency, when indirect costs are assessed in the budget. Non-profit organizations’ assessment of indirect costs are limited to not more than 10% of total direct costs or the application of their indirect cost rate agreement, whichever is less.

#### **G. Other Submission Requirements**

Applicants can apply to this funding opportunity through Grants.gov. First time Grants.gov users should go to the “Get Registered” tab on the Grants.gov website and carefully read and follow the steps listed in order to apply. Your organization will need to be registered with Central Contractor Registry (CCR). In order to register with the CCR, a requirement for registering with Grants.gov, your organization will need a Data Universal Number System (DUNS) Number. A DUNS number is a unique nine-character identification number provided by the commercial company, Dun & Bradstreet (D&B) at no cost. To investigate if your organization already has a DUNS number or to obtain a DUNS number, contact Dun & Bradstreet at 1-866-705-5711. Also, be sure to complete the Marketing Partner ID (MPIN) and Electronic Business Primary Point of Contact fields during the CCR registration process. These are mandatory fields that are required when submitting grant applications through Grants.gov.

**Please note: The DUNS and CCR requirements described above are applicable to all applicants whether you choose to apply through Grants.gov or submit a paper application package.**

Applications must be received through Grants.gov or at the address below by close of business on the closing date indicated in Part V. “Application and Submission” Section D. “Submission Dates and Times.”

Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

## Part VI. Application Review Information

### A. Criteria

- 1. Summary of Score Sheet:** The summary below reflects the weightings that will be used to evaluate each application.

| CATEGORY                                                                                             | Points       |                |
|------------------------------------------------------------------------------------------------------|--------------|----------------|
|                                                                                                      | Sub Category | Total Category |
| <b><u>Goal Alignment</u></b>                                                                         |              | <b>75</b>      |
| A. Alignment with USDA and PPQ EAB Mission and Goals                                                 | 25           |                |
| B. Alignment with EAB Program priorities                                                             | 50           |                |
|                                                                                                      |              |                |
| <b><u>Stakeholder Participation and Focus</u></b>                                                    |              | <b>50</b>      |
| A. List of Stakeholders Participating                                                                | 50           |                |
|                                                                                                      |              |                |
| <b><u>Overall Merit of Project – Scope of Work and Methodology</u></b>                               |              | <b>450</b>     |
| A. Introduction and Summary                                                                          | 50           |                |
| B. Purpose and Objectives                                                                            | 100          |                |
| C. Scope of Work, Methodology/Approach, and Expected Deliverables                                    | 250          |                |
| D. Technology Transfer Plan                                                                          | 25           |                |
| E. Feasibility of Positive Applicable Results within the Timeframe of the Project                    | 25           |                |
|                                                                                                      |              |                |
| <b><u>Project Administration</u></b>                                                                 |              | <b>300</b>     |
| A. Budget                                                                                            | 100          |                |
| B. Cost share, match, or enumeration of other funds available for program > the 25% that is required | 100          |                |
| B. Milestones/Time Tables and Performance Measures                                                   | 100          |                |
|                                                                                                      |              |                |
| <b>Total</b>                                                                                         |              | <b>875</b>     |

### 2. Explanation of Evaluation Relative to Information Requirements

Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

The following provides an explanation on how the applications will be evaluated and clarification of information to be provided by the applicant in preparing the application. The explanations reflect what information is to be supplied to receive a higher portion of the points possible for the category and are in the same sequence as the application form for ease of reference.

**Goal Alignment** (25)

A. Alignment with USDA, APHIS, PPQ and the EAB Program Mission and Goals

Indicated which of the stated missions and goals are addressed by the project and provide a brief sentence or two indicating how. More inclusive, diverse projects will receive higher rating in this area.

**Stakeholder Participation and Focus**

A. List of Stakeholders Participating

Provide a summary of the stakeholders who will be involved; include only those who will have a significant role in the project. Broad participation of stakeholder groups will receive a higher rating in this area.

**Overall Merit of Project – Scope of Work and Methodology**

The merit and value of the project as it relates to the implementation by the EAB Program is the most important section when evaluated for consideration. Thoroughly respond to each question/statement as listed in the Workplan Format.

A. Introduction and Summary

Provide a brief overview of the project, highlighting its significance and how it will enhance the implementation of the management technology for the EAB program.

B. Purpose and Objectives

Clearly explain the objectives of the project.

C. Scope of Work, Methodology/Approach, and Expected Deliverables

Clearly describe the scope of work of the project including a comprehensive description of the methodology/approach to be used and the products or services to be delivered, including amounts and times.

**Project Administration**

Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

**A. Budget**

This section is to more thoroughly explain the budget information presented on the Budget Information Standard Form 424A. Budgets must include only those costs that are allocable and allowable per relevant OMB guidance available at [http://www.whitehouse.gov/omb/grants/grants\\_circulars.html](http://www.whitehouse.gov/omb/grants/grants_circulars.html).

**B. Cost share, match, or enumeration of other funds available for program clean plant activities**

A minimum 25% cost share is required. Applications that indicate an enumeration of other funds available in addition to APHIS required support shall be accorded increased prioritization for APHIS funding.

**C. Milestones/Time Tables and Performance Measures**

Establish and present milestones (key activities) with target dates for accomplishing each. The milestones must correlate to the project's objectives and desired results.

The application must provide specific measurable objectives in the proposal, including initial implementation goals. This information will be a priority in the evaluation of the application. The specific performance measures will be used to evaluate the success of the project. Include how each element will be measured. It is critical for the application to have well defined performance measures.

**B. Review and Selection Process**

Proposal will be reviewed by a panel of USDA scientists and program managers. They will be rated based on completeness, scientific merit, probability of timely success and amount of cost sharing. Projects to expand or improve existing technology or innovative approaches will both be considered, however, the products of the work must have a targeted delivery of program implementation at the project's conclusion. Priority will be given to applications that show clear program and funding coordination among two or more entities, networking or involvement of other cooperators.



**Part VII. Award Administration Information**

**A. Award Notice**

Applications selected for funding will be notified by email or phone after the selection process is complete (approximately August 30, 2011) followed by the mailing of the notice of award (approximately 10 days after the email notification). The signature of the authorized agent and

Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

APHIS' Authorized Departmental Officer will initiate the cooperative agreement. A letter will be mailed to all other applicants on approximately the same date the selected applicants are first notified.

### **B. Administrative and National Policy Requirements**

Successful applicants must comply with the requirements contained in the United States Department of Agriculture "Uniform Federal Assistance Regulations", 7 CFR 3015; "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments", 7 CFR 3016; in addition to "Nonprocurement Debarment and Suspension", 2 CFR Part 417; "Governmentwide Requirements for Drug-Free Workplace", 7 CFR 3021; "New Restrictions on Lobbying," 7 CFR 3018; and Office of Management and Budget regulations governing "Controlling Paperwork Burdens on the Public", 5 CFR 1320.

### **C. Reporting**

The Project Lead Investigator will provide to the APHIS authorized representative **quarterly** accomplishment reports on program activities outlined in this application. The reports will be used by APHIS to verify compliance with provisions of this **Agreement**. These reports are due **no later than 30 days** after the end of each Federal fiscal quarter except the final report which is due **no later than 90 days** after the **Agreement** expires or terminates.

The Project Administrator will provide to the APHIS authorized representative a properly certified **quarterly** Federal Financial Status Report, SF-425, **no later than 30 days** after the end of each Federal fiscal quarter and a final SF-425 **no later than 90 days** after the **Agreement** expires or terminates. Any requests for an extension of time to submit the SF-425 must be made in writing to APHIS' authorized representative before expiration of the initial 30 or 90 day period allowed for submitting the report. Extensions of time to submit the SF-425 are subject to the discretion of APHIS' authorized representative and, if allowed, shall be provided by the authorized representative in writing.



## **Part VIII. Agency Contacts**

For technical questions, please contact:

Vic Mastro, Laboratory Director  
USDA, APHIS, PPQ, CPHST  
1398 W. Truck Rd.  
Buzzards Bay, MA 02542  
Tel: 508-563-9303 x212  
Fax: 508-564-4398



Emerald Ash Borer program – Methods Development  
APHIS, PPQ RFP FY 2011

E-Mail: Vic.Mastro@aphis.usda.gov

David Lance, Assistant Laboratory Director  
USDA, APHIS, PPQ, CPHST  
1398 W. Truck Rd.  
Buzzards Bay, MA 02542  
Tel: 508-563-9303 x223  
Fax: 508-564-4398

For administrative questions, please contact:

Dean Denham  
USDA, APHIS, PPQ  
920 Main Campus Dr., Ste 200  
Raleigh, NC 27606-5210  
Tel: 919-855-7404  
Fax: 919-855-7480  
E-Mail: Dean.Denham@aphis.usda.gov

For Cooperative Agreement package or Grants.gov accessibility issues, please contact:

Eileen Berke  
USDA, APHIS, MRPBS, Agreements Services Center  
4700 River Road, Unit 55, Station 3B06.3  
Riverdale, MD 20737  
Tel: 301-734-8330  
Fax: 301-734-8064  
Eileen.M.Berke@aphis.usda.gov



## **Part IX. Other Information**

If in FY 2011 the Federal Budget contains funds for additional APHIS Cooperative Agreements, they will follow requirements similar to this Request for Applications as modified or otherwise adjusted. APHIS may request that stakeholders provide feedback regarding this RFA for use in improving any future announcements.

The USDA is not obligated to make any award as a result of this announcement nor to make any changes to future announcements. Only the APHIS Authorized Departmental Officer (ADO) can bind the Government to expenditure of funds and this obligation of funds shall only occur in writing by authorized officials and under the approved USDA, APHIS Cooperative Agreement format.